



International Civil Aviation Organization

**FIRST MEETING OF THE COMMON REGIONAL  
VIRTUAL PRIVATE NETWORK TASK FORCE (VPN)  
OF APANPIRG (CRV TF/1)**

Bangkok, Thailand, 2 – 4 December 2013



**Agenda Item 6: Request For Information (RFI): discussion on the scope, structure and content**

**Agenda Item 7: Request For Proposal (RFP): initial discussion on collecting the operational needs and establishing the user requirements**

**THE SCOPE, STRUCTURE AND CONTENT TO REQUIRE IN  
RFP FOR COMMON ASIA/PACIFIC DATA INTERCHANGE NETWORK**

(Presented by Japan)

**SUMMARY**

This paper presents the scope, structure and content to require in RFP for Common Asia/Pacific Data Interchange Network. The meeting needs to approach the result from considerable discussion toward all respects in a short period. Therefore, it would be as well to discuss through the further meetings to the common themes, after recognizing the important items at first.

**1. INTRODUCTION**

1.1 For establishing RFI and RFP documents smoothly, the meeting needs to approach the result from considerable discussion toward all respects in a short period. Therefore, it would be as well to discuss through the further meetings to the common themes, after recognizing the important items at first.

**2. DISCUSSION**

2.1 The summary of describing to Attached A is usually to be used, when it would be contracting with vender regarding the network for Virtual Private Network. Large categories are as followings.

- RFP Summary
- Current Network
- Proposed Network
- Network Management, Problem Determination and Resolution

- Project Implementation
- Pricing and Billing
- Supplier Information

2.2 To RFP Summary, it is including the Goals (Cost reduction, Optimize the number of service providers, and Improving Network quality), Criteria used to evaluate RFP responses (Effectiveness of proposed network solution, Network reliability, Flexibility with contract Terms and Conditions, Supplier industry reputation and experience, Service organization qualifications, and Supplier's financial strength), in addition, Selection schedule. The summary, background and purpose are explained in this item.

2.3 To Current Network, it is including the existing network design and traffic overview. In this sentence, the mention of traffic overview is important to aptitude network.

2.4 To Proposed Network, it is including the Design and Performance requirement. They are Bandwidth, Class of service (QOS), Local circuit information and Network termination equipment description. AS Performance requirements, the performance of VoIP is important to Average latency.

2.5 To Network Management, Problem Determination and Resolution, it is including the status of network operation. NOC is meaning Network Operation Center. The status of monitoring, MTTR, and Monitoring which is able to monitor by user on online are explained. Escalation list and flow will bring the influence to the resolving the trouble by vender's executive.

2.6 To Project Implementation, it is including the conditions specified by the user side.

2.7 To Pricing and Billing, it is including the End to end price, Currency, Taxes and etc. Currency is explained how fixed the rate.

2.8 To Supplier Information, it is including the company information which are Overall information and Financial strength. Also, industry reputation and experience in the region are explained.

2.9 In each item of the above, to grasp the content that should be described. Also, to clearly explain the requirements demanded by member states is important.

### **3. ACTION BY THE MEETING**

3.1 The meeting is invited to:

- a) note the information contained in this paper; and
- b) discuss any relevant matters as appropriate

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**ATTACHMENT A**

**1. RFP Summary**

A) Summary

B) Goals

- Cost reduction,
- Optimize the number of service providers
- Improving NW quality

C) Criteria used to evaluate RFP responses

- Network reliability
- Flexibility with contract terms and conditions
- Supplier industry reputation and experience
- Service organization qualifications
- Supplier's financial strength

D) Selection schedule

- RFP Released
- Intent to participate notification
- Proposal due date
- Award announcement
- Begin project implementation
- Hand over

**2. Current Network**

A) Existing network design

B) Existing traffic overview

**3. Proposed Network**

A) Architecture

- IPVPN general information

B) Design requirements

- Network design
- Bandwidth
- Class of service
- Local loop information
- Network termination equipment description

C) Performance requirements

- Average latency
- Network availability
- SLA

**4. Network Management, Problem Determination and Resolution**

- NOC general information
- Proactive monitoring
- 24x7 operation
- MTTR (Mean Time To Repair)
- Schedule maintenance / XX prior notice
- Escalation list, escalation flow
- Monthly service review meeting
- Monitoring tool: network status, network performance

**5. Project Implementation**

- Overall schedule
- Installation date, time
- Circuit test
- Standard lead time
- Dedicated implementation team
- Escalation list, escalation flow
- Weekly/monthly status meeting

**6. Pricing and Billing**

- End to end price
- Currency
- Contract term
- Early termination penalty

**7. Supplier Information**

A) Company information

- Overall information
- Financial strength

B) Industry reputation and experience

- Customer sampling, case study
- Experience in the region

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